

TRAVEL EXPENSE CLAIM

FA-0302 (REV. 1/1999) Front CT #7541-0620-9

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

See Instructions On Reverse Side

CLAIMANT'S NAME (First, Mi, Last)		SOCIAL SECURITY NUMBER		DEPARTMENT	
Randell H. Iwasaki		[REDACTED]		TRANSPORTATION	
POSITION		B.U./M.D.		DIST./UNIT (Where Check Will Be Sent)	
Director		M		85/001	
CLAIMANT'S HOME ADDRESS		HEADQUARTERS ADDRESS			
[REDACTED]		1120 N Street			
CITY		STATE		ZIP CODE	
[REDACTED]		[REDACTED]		[REDACTED]	
CITY		STATE		ZIP CODE	
Sacramento		California		95814-	

(1) MONTH/YEAR		(3)	(4)	(5) MEALS			(6)	(7)	TRANSPORTATION					(8)	(9)
(2) DATE		LOCATION Where Expenses Were Incurred	LODGING	BREAK-FAST	LUNCH	O.T., L.T. N/C REL. OR DINNER	INCIDENTALS	(A) COST OF	(B) TYPE USED	(C) CARFARE TOLLS, PARKING	(D) PRIVATE CAR USE		BUSINESS EXPENSE	TOTAL EXPENSE FOR DAY	
DATE	TIME	MILES									AMOUNT				
1	0700 - 1430	Elk Grove - Oakland - Sacramento							PC	T	4.00	179	98.45		102.45
2	0730 - 1400	Sacramento - Oakland - Sacramento							PC	T	4.00	164	90.20		94.20
3	0830 - 1430	Sacramento - South Lake Tahoe - Sacramento							PC			198	108.90		108.90
3	1800	Sacramento - Oakland	118.82			18.00			PC	P	9.00	82	45.10		190.92
4		Oakland	141.93	6.00		18.00	6.00		PC			25	13.75		185.68
5	1430	Oakland - Elk Grove		6.00	10.00		6.00		PC	T	4.00	93	51.15		77.15
6	0700-2030	Elk Grove - Oakland - Elk Grove							PC	T	4.00	186	102.30		106.30
7	1130	Elk Grove - Oakland	118.82						PC	P	9.00	93	51.15		178.97
8	0900	Oakland - Sacramento							PC	T	4.00	82	45.10		49.10
9	0515	Elk Grove - Airport - Burbank - Long Beach	126.57	6.00	10.00	18.00		to	PC AC PC	P	15.00	25	13.75		189.32
10	1400	Long Beach - Burbank - Airport - Sacramento		6.00	10.00		6.00		PC AC PC	P	30.00	13	7.15	Gas 9.00	68.15
(10) SUBTOTALS			506.14	24.00	30.00	54.00	18.00				83.00	114	627.00	9.00	1351.14

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)	CLAIM TOTAL \$ 1351.14
1) PIAC Meeting in SF 2) TBPOC Meeting Pier 7 3) Speak at ARRA Project in South Lake Tahoe. 3-8) SFOBB roll in roll out and emergency repair work 9-10) CTC Meeting in Long Beach	

(12) NORMAL WORK HOURS	SUP. FIX	T. CODE	M. O. D.	SOURCE DIST	CHG DIST	EXP. AUTH.	SUBJOB	SPECIAL DESIGNATION	FAE	AGCY. OBJ.	AMOUNT	FY	MSA CODE
0800 - 1700													
(13) PRIVATE VEHICLE LICENSE#				85 001	85	961010			7	001	\$92.00		
				85 001	85	961010			7	010	\$627.00		
(14) MILEAGE RATE CLAIMED				85 001	85	961010			7	020	\$632.14		
0.55													
AGENCY ACCOUNTING OFFICE USE ONLY													
PAID BY REV. FUND CHECK #													

(15) I HEREBY CERTIFY that the above line is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.	DATE 9-10-09	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
(17) SIGNATURE AND TITLE OF AUTHORITY FOR SPECIAL EXPENSES (See Item 17 on reverse side)			DATE

NOTE: ORIGINAL TEC AND RECEIPTS PLUS ONE COPY MUST BE SENT TO ACCOUNTING

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